

Administrative - Internal Use Only

Approved For Release 2005/12/23 : CIA-RDP86B00985R000100100021-8

25 April 1980

MEMORANDUM FOR: See Distribution

FROM :
NFAC Representative, Publications Review Board

SUBJECT : Approval Procedures for Nonofficial Publications
and Oral Presentations

1. This memorandum (a) explains changes made recently in the procedures NFAC employees should follow when requesting approval for nonofficial publications and oral presentations, (b) contains sample formats for making such requests, and (c) answers several questions that NFAC components have raised about the process.

2. The approval procedures that current NFAC employees should follow are:

a. Submit requests through the regular supervisory chain of command to the DD/NFAC for his approval. If the DD/NFAC approves the text, no other permission is required. This is the fastest approval procedure and thus the one that most NFAC employees will prefer to use. Line supervisors may place comments on the transmittal that forwards the request. TAB A to this memorandum contains a sample format for these requests and TAB B contains a sample transmittal form. Note: The memorandum format and the transmittal format specified in NFAC N 80-2, dated 11 Sept 78 are no longer valid.

b. Submit requests through the supervisory chain of command to the Publications Review Board. If the DD/NFAC (or the D/NFAC) refuses to approve the request, the employee must resubmit it in the form of a memorandum to the Publications Review Board and must forward seven double-spaced copies of the text. TAB C contains the required format.

c. Submit requests directly to the Chairman, Publications Review Board without going through the supervisory chain. Agency employees have the right to follow this procedure if they wish to do so. They should be aware, however, that approval by the full Publications Review Board (PRB) can take as long as 30 days. TAB D contains the format for requests submitted directly to the PRB. (The Director of Public Affairs serves as the Chairman of the PRB.)

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3. The following are answers to questions I have received recently on the publications review process.

a. What must be submitted? Current and former employees must submit for review any proposed nonofficial publication or oral presentation that:

(1) Contains any mention of intelligence activities,

or

(2) may be based on classified information.

Items that clearly do not meet either of these criteria, e.g. a gardening book, do not require review and approval.

b. Who can approve? Only the D/NFAC, DD/NFAC or the Publications Review Board can approve nonofficial publications and oral presentations by current NFAC employees. The Publications Review Board is the only approving authority for items written by former Agency employees.

c. Are outlines of oral presentations acceptable? Employees may submit outlines of oral presentations in place of the complete text. Such outlines must, however, be detailed enough to allow reviewers to judge whether or not the presentation will contain classified data. When the outline does not permit such judgments, the office director or the DD/NFAC may require the employee to submit the entire text.

d. What can be denied? Possible embarrassment to the Agency is not a valid reason for denying an employee's request to publish or give an oral presentation, nor is an expectation that publication will generate FOIA requests for classified Agency reports. All refusals must be based on a judgment that the information is classified and that such classification is authorized by a statute or an executive order. The classification authorizations used most frequently in NFAC are:

(1) Sources and methods (Executive Order 12065 1-301c) - Exposure will divulge an intelligence source or an intelligence method (including technical intelligence sources and methods) that requires continued protection. Exposure will impair the Agency's ability to perform authorized intelligence functions.

(2) Foreign relations (Executive Order 12065 1-301d) - Exposure will impair the ability of the United

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States Government to conduct foreign relations. An example in NFAC would be classified details about the US negotiating position at SALT or MBFR.

- (3) Names of Agency employees (CIA Act of 1949, sec 6) - Employees who are or have been under cover, unless the employee or the US Government has publicly divulged the relationship with the Agency.

e. What about information already released? The Agency cannot require an employee to delete information that the US Government has previously released officially to the public. This includes information that has been released in error under FOIA or in an Agency-approved nonofficial publication by a current or former employee.

f. What about information that already is in the press? Because Agency approval of a book, manuscript or speech is an "Executive Disclosure," information that has appeared in open media but is still considered classified within the Agency presents a special problem. An example might be statements about a cooperative arrangement between the Agency and a foreign government. If an official US acknowledgement would endanger the arrangement, the Agency will usually request a change in the text. In such cases NFAC employees may be able to avoid the classification issue by clearly attributing the information to the open source rather than making the statements as knowledgeable US officials.

g. How long does review take? Both the DD/NFAC and the PRB act on requests as quickly as possible, but in some cases will need the entire 30 days specified in Thus, NFAC employees should submit requests well in advance of the date they wish to publish or to give the oral presentation.

STAT

h. An employee who has been directed to make deletions from a manuscript or oral presentation must resubmit the corrected text for review.

STAT



Attachments:

- | | |
|--|---|
| A. Sample format for approval by Component and DD/NFAC | D. Sample format, submitted directly to PRB |
| B. Sample Transmittal Form | E. Disclaimer Statement |
| C. Sample format for approval | |

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Distribution:

- 1 - D/NFAC
- 1 - D/OCO
- 1 - D/OCR
- 1 - D/OER
- 1 - D/OGCR
- 1 - D/OIA
- 1 - D/OPA
- 1 - D/OSR
- 1 - D/OSWR
- 1 - C/CRES
- 1 - C/NIC
- 1 - C/PME
- 1 - C/CAR
- 1 - C/ACIS

Administrative - Internal Use Only

MEMORANDUM FOR: Deputy Director, National Foreign Assessment Center

VIA : Director, Office of ----- (or Staff Chief)
Chief, ----- Division (when appropriate)
Chief, ----- Branch (when appropriate)

FROM : Author's Name
Title and Office

SUBJECT : Request to Submit Manuscript for Publication
(or to give an oral presentation)

1. I request permission to submit for publication (or to present orally) the attached text titled, _____.

2. When approved, I intend to submit the manuscript for publication in (or give the oral presentation at) _____.

3. None of the material presented in the manuscript (or oral presentation) is, to my knowledge, classified.

4. I am not under cover. I will be identified as an Agency employee but will append the standard disclaimer indicating that the views expressed are my own and not necessarily those of the Agency.

Author's Signature

Attachment: (Copy of text)

I have reviewed the attached text, to the best of my knowledge have found it to be unclassified, and approve it for publication.

Office Director (or Staff Chief)

Date

Deputy Director
National Foreign Assessment Center

Date

Distribution:

- Original - Addressee, w/att (for return to originator)
- 1 - Chairman, Publications Review Board, w/o att
- 1 - NFAC Registry, w/o att
- 1 - NFAC/CAR, w/o att
- 1 - Director, Office of ----- w/att (or Staff Chief)
- 1 - Chief, ----- w/o att (when appropriate)
- 1 - Chief, ----- w/o att (when appropriate)
- 1 - Originator

S A M P L E

TAB C

(For manuscripts and oral presentations not approved by
Component, add (NFAC)
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MEMORANDUM FOR: Chairman, Publications Review Board

VIA : Deputy Director, National Foreign Assessment Center
Director, Office of ----- (or Staff Chief)
Chief, ----- Division (when appropriate)
Chief, ----- Branch (when appropriate)

FROM : Author's Name
Title and Office

SUBJECT : Request to Submit Manuscript for Publication
(or to give an oral presentation)

1. I request permission to submit for publication (or to deliver orally) the attached text titled, _____.

2. When approved, I intend to submit the manuscript for publication in (or to give the oral presentation at) _____.

3. None of the material presented in the manuscript (or oral presentation) is, to my knowledge, classified.

4. I am not under cover. I will be identified as an Agency employee but will append the standard disclaimer indicating that the views expressed are my own and not necessarily those of the Agency.

Author's Signature

Attachment: Seven double-spaced copies of text

I recommend that the attached text be reviewed by the Publications Review Board.

Office Director (or Staff Chief)

Date

APPROVED:

Chairman, Publications Review Board

Date

Distribution:

- Original & 6 - Addressee, w/7 copies attachment, return to originator
- 1 - NFAC Registry w/o att
- 1 - NFAC/CAR, w/o att
- 1 - Director, Office of ----- (or Staff Chief), w/att
- 1 - Chief, ----- w/o att (when appropriate)
- 1 - Chief, ----- w/o att (when appropriate)
- 1 - Originator

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S A M P L E

(For manuscripts and oral presentations submitted directly
to the Publications Review Board)

MEMORANDUM FOR: Chairman, Publications Review Board

FROM : Author's Name
Title and Office

SUBJECT : Request to Submit Manuscript for Publication
(or to give an oral presentation)

1. I request permission to submit for publication (or to deliver orally) the attached text titled, _____.

2. When approved, I intend to submit the manuscript for publication in (or to give the oral presentation at) _____.

3. None of the material presented in the manuscript (or oral presentation) is, to my knowledge, classified.

4. I am not under cover. I will be identified as an Agency employee but will append the standard disclaimer indicating that the views expressed are my own and not necessarily those of the Agency.

Author's Signature

Attachment: Seven double-spaced copies of text

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Chairman, Publications Review Board

Date

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Disclaimer Statement That Should Appear on Non Official
Publications Reviewed by the Agency

"This material has been reviewed by the Publications Review Board of the Central Intelligence Agency to assist the author in eliminating classified information. However, that review constitutes neither CIA authentication of material presented as factual nor a CIA endorsement of the author's views or those ascribed by the author to others, (including current or former officials of any nation.)"

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SUBJECT: (Optional)

Title of Manuscript or Oral Presentation

FROM:

Name of Author
Office Address

EXTENSION

Black
Line

NO.

DATE

TO: (Officer designation, room number, and
building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALSCOMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)1. Branch Chief
(if appropriate)

2.

3. Division Chief
(if appropriate)

4.

5. Office Director
(or Staff Chief)

6.

7. Deputy Director
NFAC

8.

9. Office Director
(or Staff Chief)

10.

11. Division Chief
(if appropriate)

12.

13. Branch Chief
(if appropriate)

14.

15. Originator

(Line supervisors indicate
their recommendations re approval
or denial here)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

NFAC Rep, PRB

EXTENSION

NO.

DATE

25 April 1980

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

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C/CAR
7F31 Hqrs.

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